

01/29/2013  
6:30 pm EST

### ActArcs Meeting

#### Attendees:

Kelly Haydon  
Marie Lascu  
Lindy Leong  
Yvonne Ng

.....  
.....

#### Update on TWN meeting with JT 1/29/2013 @ 2:00 pm

- Shared proposal draft with JT, she was fine with it
- We shared the document with her for **further review**
- Verbally OKed ActArcs working with intern, or intern participating in our work
- Mona stopped by briefly, asked her about intern-ActArc interaction- main concern is that Rufus' role as advisor must remain clear- **Rufus can weigh in on this matter further**
- Kelly downloaded copy of database in Access- there are only 275 records
- Intern work could include creating new fields in spreadsheet, then migrating accordingly
- Bottom line, would not be useful to implement new database at this stage
- **Kelly can elaborate**, talk with intern about this further
- Question of where to take vinegar films once identified in storage space
- Use of MIAP lab for inspection? Vinegar storage?
- What is the procedure to get a few films into Film Preservation class next year?
- JT comfortable with fundraising under TWN
- Willing to write us letter to share with potential donors
- TWN often acts as fiscal sponsor, mostly for filmmakers, but ActArcs projects, both present and future, could be eligible- JT encouraged this
- **Fiscal sponsorship info on TWN website**
- Shelves- Kelly to send specs of desired metal shelves to JT, JT will ask around if anything similar is available for donation

- Kelly can ask Joe for a 'loan' for our estimated initial amount, once we are sure we need to buy shelves ourselves
- JT is available **this Saturday for our Day 1** implementation listed in the methodology section of the draft proposal
- We need to confirm time with JT but are proposing 1 or 2 pm
  - o Count boxes, take measurements- estimated 3 hour task
  - o So far Kelly, Marie, Lindy and Yvonne are going
  - o This is a light first step, so large group is not required, though we encourage those who haven't seen the space to join us, you might have some good ideas- no one is obligated to stay for hours
  - o JT will not be available again until the second weekend in February
  - o She prefers to be with us on visits, we plan on making TWN work dates on Saturdays
  - o We need to ask JT about documenting our process- don't expect much issue with this

#### Livestream project- Tabled

#### Take Note:

- There is a Facebook ActArcs page started by Lindy- please like it!
- Kelly will link the dormant twitter to it

#### Blog

- Next week we will talk more about bringing the blog to life (website in general?)
- Yvonne volunteered to blog about the Personal Digital Archiving conference next month

#### Best Practices revamp

- Work group meeting scheduled for Tuesday, February 12 @ 6:30 pm
  - o Not mandatory
  - o Work done will be put up for review

**We vow to no longer use the ActArcs listserv for non-relevant communication in an effort to cut the noise which tends to alienate people**

#### Home Video Day dreams!

- We need to decide on the vibe of our first (of many!?! ) event
- Need to lock down a venue ASAP
- Need to establish if Dave Rice has the time/really wants to help us out on the playback machine-technical angle of the event logistics

**Action points:**

Kelly- put video on website!!!! ←JUST DO IT!

Rufus- can you email us your Digital Preservation Metadata test written report? If you're cool with that.

**NEXT MEETING: WEDNESDAY, February 6<sup>TH</sup> @ 6:30PM**  
**(NYU area)**

**WORK GROUP MEETING: TUESDAY, February 12<sup>th</sup> @ 6:30**  
**PM (NYU)**